

**DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY DEVELOPMENTAL TEST COMMAND
314 Longs Corner Road
Aberdeen Proving Ground, MD 21005-5055**

**DTC Circular
No. 1-1**

30 December 2003

**Expires 30 December 2005
Administration
SINGLE POINTS OF CONTACT**

1. PURPOSE. This circular prescribes procedures and assigns responsibilities for the DTC Single Point of Contact (SPOC) Program. It also designates the SPOC's at Headquarters, DTC, who service DTC test centers.

2. SCOPE. This circular applies to Headquarters, DTC, and its test centers.

3. BACKGROUND. The multiplicity of communications between Headquarters, DTC, and its subordinates requires the appointment of SPOC's at Headquarters, DTC, who will--

- a.** Serve as the local representatives of test center commanders, as required;
- b.** Present to the staff, on behalf of the commanders represented, problems requiring study, guidance, resolution, or referral to higher headquarters;
- c.** Serve, at the request of the commanders concerned, as coordinating offices for major actions relating to the test centers; and
- d.** Monitor, to the extent feasible, the activities of the test centers.

4. POLICIES.

a. Appendix A, below, contains a list of designated SPOC's within Headquarters, DTC, who will serve as focal points for test center commanders.

b. To ensure that this process is responsive both to Headquarters, DTC, and its subordinates, the following guidelines apply:

(1) Current channels of communication and action remain in effect.

(2) The SPOC's role is that of service, coordination, and monitoring.

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(3) At the initiative of test center commanders, respective SPOC's will be informed of or act upon major actions to include the following:

- (a) Allocation of monies, personnel, or other resources.**
- (b) Actions which affect mission or mission accomplishment.**
- (c) Actions necessitating disapproval of submissions signed by subordinate commanders.**
- (d) Serious accidents or incidents or reports thereof.**
- (e) Serious conflicts of interest among two or more subordinate test centers.**

(4) The subjects or actions to be coordinated with the SPOC's are a matter of judgment. The overall objective is to improve staff action and support of subordinates.

5. RESPONSIBILITIES.

a. SPOC's will:

(1) Be knowledgeable of respective test centers and become personally involved in any actions affecting mission accomplishment.

(2) Bring to the attention of action staff elements possible conflicts of interest created by any contemplated actions.

(3) Accompany the Commanding General on visits to respective test centers when requested.

b. Directors and office chiefs, Headquarters, DTC, will:

(1) Ensure that actions which affect missions/resources of DTC test centers are coordinated with the appropriate SPOC's.

(2) Ensure that copies of all correspondence concerning DTC test centers are provided to the appropriate SPOC's. Correspondence includes, but is not limited to, action papers, memorandums for record, memorandums of conversation, etc.

c. Commanders, DTC test centers, will ensure that one copy of all significant correspondence forwarded to Headquarters, DTC, is included for the appropriate SPOC.

APPENDIX A

SINGLE POINTS OF CONTACT

<u>Test Center</u>	<u>SPOC at Headquarters, DTC</u>
US Army Aberdeen Test Center	Mr. David Zupko Tank-Automotive and Armaments Division Directorate for Test and Technology
US Army Aviation Technical Test Center	Mr. John Madron Aviation and Missiles Division Directorate for Test and Technology
US Army Dugway Proving Ground	Mr. Chee W. Chan Soldier, C3 and IEW Division Directorate for Test and Technology
US Army Electronic Proving Ground	Mr. Michael Welsh Soldier, C3 and IEW Division Directorate for Test and Technology
US Army Redstone Technical Test Center	Mr. George H. Shandle, Jr. Aviation and Missiles Division Directorate for Test and Technology
US Army White Sands Missile Range	Mr. Douglas Warrington Aviation and Missiles Division Directorate for Test and Technology
US Army Yuma Proving Ground (YPG)	Mr. Byron Hawley Tank-Automotive and Armaments Division Directorate for Test and Technology
YPG - Cold Regions Test Center	Mr. Byron Hawley Tank-Automotive and Armaments Division Directorate for Test and Technology

The proponent of this circular is the Directorate for Test and Technology. Users are invited to send comments to US Army Developmental Test Command (CSTE-DTC-TT), 314 Longs Corner Road, Aberdeen Proving Ground, Maryland 21005-5055.

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